

TEST PLAN TEMPLATE

1. Overview

1.1 Project Objectives

Briefly describe the business objectives and background of the system being tested.

1.2 System Description

Briefly describe the system and the functions it is intended to perform.

1.3 Plan Objectives

Briefly describe the objectives of the Project Test Plan, e.g., defining responsibilities, identifying test methodologies and phases, identifying the test environment, etc. Explain how the plan might evolve throughout the project lifecycle.

1.4 References

Identify any sources of information used to develop this plan. Include documents which define and trace the system requirements to be tested, e.g., a Requirements Specification or a Requirements Traceability Matrix.

1.5 Outstanding Issues, Assumptions, Risks and Contingencies

State any project planning issues or problems relevant to testing which are known as of this plan revision. Describe the effects of such issues on test planning and identify any contingencies to mitigate risk.

2. Test Scope

2.1 Features to be Tested

Specify all features and combinations of features which will be tested. This could include items such as user manuals or system documents. Also included should be some description of the expected successful performance of tested features.

2.2 Features Not to be Tested

Specify all features and significant combinations of features which will not be tested. Explain the reasons for excluding these features from testing.

3. Test Methodologies

3.1 Testing Approach

For each major group of features or feature combinations, specify the types of tests required, e.g., regression, stress tests, pilot tests, etc. Specify the major activities, techniques, and tools which are used to test the designated features. This section should also include a high level description of how the testing shall be conducted, i.e., independent contractors, in-house staff, where testing to occur, etc.

3.2 Test Data

Provide a general description of the sources of test data. Describe how the range of test data will help to ensure the adequacy of testing, e.g., selection of boundary or null values.

3.3 Test Documents

Identify tests documents which are created throughout the project lifecycle. Include more specific documents such as test cases, acceptance test plans, integration test reports, etc.

3.4 Requirements Validation

Explain how tests and test results will be mapped to documented system requirements. Describe the procedure for ensuring that requirements are validated.

3.5 Control Procedures

Describe the procedure for identifying, recording, and tracking test results to closure. Document the change control procedure. Include classification code and prioritization scheme for error tracking and resolution. Specify the tracking mechanism for tests results (test case validation log/test error log).

4. Test Phases

Identify test phases, such as unit, integration, system, acceptance, and prototype testing. For each phase, address the topics described below.

4.1 Definition

Provide a brief description of the process (scenario) involved in performing the activities in the phase.

4.2 Participants

Identify the person or group responsible for conducting this test phase. Describe the expected level of involvement of the project team, test group, and any other functional areas.

4.3 Sources of Data

Provide a more detailed description of the source and type of data for this test phase.

4.4 Entrance and Exit Criteria

Specify the entrance and exit criteria for this phase. Describe how test results are evaluated. Explain the criteria for test sufficiency. Include criteria for test suspension and resumption.

4.5 Requirements

Identify requirements which are validated in this phase.

4.6 Work Products

Describe the work products which are initiated and/or completed in this phase, including test documents and reports.

4.7 Test Completion Acceptance

Describe the criteria for acceptance of the completion of the test results (should be tied into the QA plan of the project product). When is the test complete?

5. Test Environment

5.1 Hardware

Describe the hardware requirements for the test environment.

5.2 Software

Describe the software requirements for the test environment. Identify automated testing tools, operating systems, compilers, etc.

5.3 Location

Outline the office and space requirements for the test environment. Identify all sites where testing occurs.

5.4 Staffing and Training

Identify any staffing or training needs.

6. Schedule

Provide a detailed schedule of testing activities and responsibilities. Indicate dependencies and time frames for testing activities.

7. Approvals and Distribution

Identify the required approvers of the test plan and results as well as to whom the test plan document(s) is distributed.